

Turn an interview debrief into a scorecard with ChatGPT: the cheat sheet

After a panel, what matters is spread across three people's memories. One clear request turns the debrief transcript into a scorecard, owners, dates and a candidate email.

What the request asks for

Must-haves

Name them. Front Desk Lead had four: two or more years running a front desk, insurance verification, calming upset patients, training other staff.

Scores

Strong, Partial or Not discussed, each with a short quote from the interview as evidence.

Then

Decisions, an action items table (task, owner, due date) and open questions.

Two rules

Only what's about the must-haves, no guesses at age, family, health or religion. If an owner or date isn't said, write "Not stated".

The one-line version

Summarize this interview debrief for Front Desk Lead: score the candidate on each must-have (front desk experience, insurance verification, upset patients, training staff) as Strong, Partial or Not discussed with a quote, then decisions, action items with owner and due date, and open questions. Only job-related points. If an owner or date isn't said, write "Not stated".

For an uploaded transcript file.

Remember: Score every candidate on the same must-haves, with a quote as proof. Anything that isn't about the job stays out.

Have a professional review it. This prompt helps you draft, not decide. Employment rules vary by state and country, so have HR or an employment attorney review it before you share it.

Check what came back

- Training other staff says Not discussed: nobody asked. The final round should cover it.
- A panelist's comment about the candidate's kids is not there. It isn't about the job.
- Two due dates say Not stated. Add them: final interview set up by Thursday, references called by Friday.

The email to the candidate

Now write a short follow-up email from me to Kira inviting her to the final interview. Friendly and plain, under 120 words. Only the next steps: leave out the scores, our discussion and the pay question.

Privacy and the decision

- Interview notes are personal information. Check your company's policy first.
- Use a business plan such as ChatGPT Business or Enterprise, which OpenAI doesn't use to train its models by default.
- ChatGPT only organizes what the panel said. People make the decision.

Practice it free: Turn an Interview Debrief into a Scorecard and a Candidate Follow-Up (Recruiting & HR) at learn.ynteractive.com/modules/recruiting-interview-scorecard. This sheet: learn.ynteractive.com/content/cheat-sheets/interview-debrief-scorecard. Willow Bend Physical Therapy is a made-up business from the lesson. By Robert Breen, October 1, 2026.